



NEW ALBANY PARKS & RECREATION

OFFICIAL SHELTER RESERVATION FORM



NAME OF GROUP: _____ RESPONSIBLE PARTY: _____
 ADDRESS: _____ CITY, STATE & ZIP: _____
 PRIMARY PHONE: _____ EMAIL ADDRESS: _____

PARK NAME & LOCATION:

- Bicknell Park, located at 315 Silver Street
- Fairmont Park, located at 1725 Abbie Dell Lane
- Ritter Park, located at 1218 Culbertson Avenue
- Sertoma Park, located at 1315 Mill Road
- Silver Street Park (SSP), located at 2043 Silver Street

Date(s) reserved: _____ Time: _____ am/pm **to** _____ am/pm

RENTAL RATES:

Regular shelters: \$50 per 4 hour rental / additional _____ hours \$25 per hour
 (all day rental \$150.00)

Medium shelter at SSP: \$50 per 4 hour rental / additional _____ hours \$25 per hour
 (all day rental \$150.00)

Large shelter at SSP: \$100 per 4 hour rental / additional _____ hours \$25 per hour
 (all day rental \$250.00)

Extra tables: \$25.00 per table / # of tables requested _____

Total fee: \$ _____ Payment method: Cash Check # _____ Receipt #: _____

Request for additional set-up (if desired):

(continued on reverse side of form)

I, as representative of the above named group, hereby reserve the shelter for the above listed date and time. As the legally responsible party for this group, I understand it is my duty to see that all park rules are obeyed by the group while using the facilities. The following rules and regulations are applicable to the user of all shelters within the New Albany Park system during the shelter season of April 15 through October 31 of each year. All reservations are on a first come, first served basis. Your reservation is not confirmed until payment is received.

PARK RULES AND REGULATIONS:

- Permission to reserve shelter facilities will be granted only where the function can be reasonably accommodated by the park system. Such use must not unduly interfere with the rights of the general public and will not present a clear and present danger to the public health and safety of the community.
- No alcoholic beverages, drugs, firearms, or fireworks are allowed within the park boundaries.
- Vehicles must park within the parking lots at all times.
- No amplified music, stereos, radios, etc., will be allowed in the park.
- Groups are expected to provide their own set-up and after usage clean-up, including the disposal and removal of all trash. Any additional clean-up of the area by park employees will be billed to the user at the rate of \$25.00 per hour plus material costs for any damages.
- No persons granted a permit shall expose or offer for sale any item, where profits accrue to any individual person or members of the sponsoring organization, unless the activity is sponsored or cosponsored by the Parks and Recreation Department or approved by the New Albany Parks and Recreation Board.
- No persons within any park or its borders shall be permitted to announce, advertise, or call the public's attention in any way to any article or service for sale or hire.
- Full refunds will only be allowed if notified no later than 14 days prior to scheduled event. **No refunds are given for inclement weather.** We will be happy to work with you to find an alternate date. We understand special circumstances can arise unexpectedly necessitating a last minute cancellation or change of plans. Please contact our offices to discuss your special circumstances and possible options.

Violations of park rules may result in a group being asked to leave the park property with no refund of the reservation fee. By signing this contract, I clearly understand and have received the policies regarding shelter reservations and will be responsible for my group complying with all regulations. Do not sign this contract if you have any questions.

Group Representative

Date

Staff Representative

Date

THANK YOU!